

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES  
SOUTHEASTERN MENTAL HEALTH AUTHORITY  
JOB OPPORTUNITY  
DMHAS Housing Program Coordinator – Housing

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Candidates on current exam list or lateral transfer

**Location:** 401 W. Thames Street, Bldg. 301, Norwich, CT

**Job Posting No:** SM026108

**Hours:** 1<sup>st</sup> shift, Monday – Friday, 8:00 a.m. – 4:30 p.m. (full-time, 40 hours)

**Salary:** \$59,220.00 - \$73,697.00 (Annually)

**Closing Date:** January 18, 2016

**Eligibility Requirement:** This is a competitive classification. Candidates must have applied for and passed the DMHAS Program Coordinator exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Duties may include but not limited to:** Assist in the oversight and administration of DMHAS Housing Assistance Funds (HAF), Housing Developer, Shelter Plus Care and Rental Assistance Grants. Prepare and apply for Bonus and Grant Renewal Applications through the Continuum of Care (CoC) and Notice of Funding Availability (NOFA) process. Coordinate, plan and manage housing resources and programs. Review, analyze and process housing financial assistance program grants and referral applications, budgets, program plans, contracts and revisions to ensure accuracy and conformity with statutory and other requirements/procedures. Plan, analyze, design, monitor and evaluate housing programs/grants. Interpret program goals and objectives and report and correct deficiencies. Enter required data and Universal Data Elements (UDE's) in the Homeless Management Information System (HMIS) for all HUD grants. Prepare and maintain a large volume of required forms, documents, charting and written correspondence utilizing Microsoft Office Word and Excel programs. Create new reports and/or prepare existing reports as required and/or requested on a monthly/quarterly basis. Prepare new Housing Assistance Payment (HAP) Contracts, annual re-certifications, and respond to changes in household income and household composition. Conduct move-in, move-out and emergency apartment inspections applying HUD Quality Standards (HQS). Assist clients with locating, securing and retaining housing. Respond to and/or trouble-shoot a wide range of housing related issues/matters reported by landlords, tenants and case managers. Actively participate in Continuum of Care (CoC) housing and homeless related activities, initiatives, and mandates, i.e. Community Care Teams, Coordinated Access Network, Point in Time Count, Project Homeless Connect, Implementation of Housing First Principles, and attend various meetings, conferences and trainings. Provide housing related consultation and technical support to network providers as needed. Will work collaboratively with affiliate housing coordinators and may supervise Mental Health Assistants assigned to the housing office. Performs other related duties as assigned.

**Special Requirements:** Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

**Note:** Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

**Application Instructions:** Due to the large number of applications received, it is extremely important to note the **Position Number (found on the posting)** at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

**To be considered for this position:**

1. **All applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application.

PLEASE SEND APPLICATIONS TO:  
Arnetia Douglas, Human Resources Assistant  
Southeastern Mental Health Authority  
401 West Thames Street, Building 301, Norwich, CT 06360  
Phone: (860) 859-4651 - FAX: (860) 859-4792  
Email: [MHA-SMHA-RECRUIT@ct.gov](mailto:MHA-SMHA-RECRUIT@ct.gov)

The DMHAS Lateral Transfer Request Form, State of Connecticut Application for Examination or Employment (CT-HR-12) and postings can be found on the DMHAS website at [www.ct.gov/dmhas/employmentopportunities](http://www.ct.gov/dmhas/employmentopportunities)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut and the Department of Mental Health and Addiction Services are equal opportunity/affirmative action employers. Women, minorities and persons with disabilities and in recovery are encouraged to apply. **P-2**